



TOWN OF HANOVER
PAYROLL & BENEFITS OFFICE
188 BROADWAY
HANOVER, MASSACHUSETTS 02339
(781) 878-0786
Website: www.hanover-ma.gov

DIRECT DEPOSIT

The Town of Hanover offers the use of direct deposit for all employees. This benefit allows you to have your paycheck deposited electronically to any bank account(s) YOU specify. There are no restrictions on your choice of financial institutions.

Direct deposit will benefit you in many ways. There is no need to stand in line at the bank and there will be no hold on your money until your payroll check clears. Your money is available for immediate use each Thursday at 12:01 a.m. To sign up for direct deposit, please complete the information requested below. If your funds will be deposited into a checking account please attach a voided check and return it to the Payroll/Benefits Department.

Name: _____

Department: _____

Primary Direct Deposit

Financial Institution 1: _____

Routing Number _____ Account Number _____

Checking account \$ _____ ☐ Savings account \$ _____

Net Balance \$ _____

Additional Accounts (Savings, Christmas Club, etc.)

Financial Institution 2: _____

Routing Number _____ Account Number _____

Checking account \$ _____ ☐ Savings account \$ _____

Financial Institution 3: _____

Routing Number _____ Account Number _____

Checking account \$ _____ ☐ Savings account \$ _____

I hereby authorize the Town of Hanover to electronically deposit my paycheck to the financial institutions noted above.

Signature _____ Date _____

Please attach either a voided check or a bank authorization form for all direct deposits.